



Berkeley on the James • Located on Route 5 between Richmond and Williamsburg

Wedding and Reception Fees, Guidelines and Vendors

FEES:

Grounds Rental Rates

Saturdays, April through October

Grounds Rental for up to 300 guests: \$2,800

For larger events over 300 guests: Call for quote

Ceremony Only: \$250 per hour

Off-season and Monday-Friday Event: \$2,000

Grounds rental Includes:

- one-day for equipment deliveries, set-up, & rehearsal; 9:00 a.m. until 6:00 p.m.
- One-day for event; 1:00 p.m. until 11:00 p.m.
- Restrooms, parking, bride's Parlor, on-site facility attendant
- Use of Gardens for engagement or bridal portrait photo session

Deposit: \$500

- Due within 10 days of booking: non-refundable.
- Balance due two months prior to event.

Payment

- Personal checks, money orders, cashier checks and all major credit cards accepted.
- A 5% fee will be charged for all credit card payments.

Cleaning/Damage Deposit: \$300

- Due with final payment two months prior to event (refundable after event).

Interior Rentals

Coach House Dining Room (Seats 75 people)

Without grounds rental: **\$750**

With grounds rental: **\$500**

- Includes use of Coach House Dining Room & Coach House Garden, tables, chairs, restrooms, parking, bride's parlor and on-site facility attendant.

Mansion Interior: \$1,500

- Includes two-hours use of main floor in Berkeley's mansion for up to 50 guests, 1-hour ceremony & photographs and 1-hour set-up & break down
- No food or drink allowed inside mansion

Mansion Interior & Coach House Dining Room: \$2,000

Mansion Interior & Grounds Rental: \$3,500

GUIDELINES:

Availability

A signed lease agreement and deposit must be received within 10 days of booking to reserve the grounds for your event.

Dressing Room

A dressing room is available preceding your ceremony.

Vendors

Renter is responsible for procuring services from necessary vendors (i.e. tent, caterer, tables, chairs, carriage rides, and musicians). While Berkeley Plantation may make suggestions for possible vendors, it is not responsible for the performance of those vendors.

Parking

All vehicles, including those of your guests, vendors and deliveries must park at designated parking area, located near the event site. No vehicles are allowed on walking paths or grass/lawn areas.

After delivery, all vehicles must be moved to the parking area.

Cleaning

The renter (or contracted vendor) is responsible for cleaning the area after the event. Decorations and litter must be removed immediately following the event. Failure to do so will result in a forfeiture of the cleaning deposit. Dance floor must be removed within 24 hours of event.

Arrangements for rental equipment delivery and removal must be made in advance.

Alcohol

A one day banquet license must be obtained by the renter (or contracted vendor) from the Virginia ABC board if serving alcoholic beverages.

Inclement Weather

Inclement weather will not result in a refund for any event. Renter is responsible for an alternative plan in the event of inclement weather.

Miscellaneous

Birdseed, flower petals and bubbles may be used if you choose. Candles and sparklers may be used with advanced arrangements. Rice and confetti are **not** permitted. Helium balloons are **not** allowed on the grounds.

Indemnification

Renter agrees to indemnify Berkeley Plantation against all claims, expenses and costs, including attorney's fees, resulting from any injury to persons or property caused by renter's invitees or contractors.

VENDOR RECOMMENDATIONS:

Equipment & Tents

Rent-E-Quip (804) 520-7100

Party Perfect (804) 359-2400

Big Top Entertainment (757) 875-0505

Commonwealth Event Company (804) 264-6621

Classic Party Rentals (804) 270-9544

Topside Tent and Party Rentals (804) 751-0202

Caterers

Groovin Gourmet (804) 868-8900

Mosaic (804) 525-2190

A Sharper Palate (804) 553-0495

Whitehouse Catering (804) 644-4411

Berry's Catering (804) 370-4130

Nanny's Catering (804) 733-6619

Luxury Restroom Trailer

Edmunds (804) 478-4688

Wedding Planners

CCS Events, Colleen Cook (804) 330-4445

LK Events& Design (804) 221-7257

Glint Events (804) 212-1470

Horse and Carriage

Hundley Carriages (804) 743-9233

Music

Choice Entertainment disc jockeys-bands (804) 788-4603

Black Tie Entertainment (804) 476-2710

Sam Hill Entertainment disc jockeys-bands 866-SAM-HILL

Aurora, harpist and tenor (757) 624-3721

Lyrical Images, flute and harp (804) 833-7989

Tim Olbrych, guitarist (757) 229-2618

Wayne Ruotolo, guitarist (804) 378-4040

Sine Nomine String Ensemble (757) 897-6821

Lighting

Lighting Professors (804) 755-8014

Florists

Seasons of Williamsburg (757) 565-4600

Williamsburg Floral (757) 229-9884

Flowers For You (804) 862-8450

The Gardener's Gate (804) 452-4424

Flowerama (804) 560-7700

Charles City Accommodations

Edgewood B & B (804) 829-2962

North Bend B & B (804) 829-5176

Golf Cart Rentals

Peebles Golf Cars (804) 262-0778

**We ask that you and your guests treat this national treasure as you would your own.
Take special care as you enjoy your event.**